

MEMORANDUM FOR: [REDACTED]

7E19 Headquarters

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Attached are the revised security regulations governing the control of histories. Your directorate historical officer will answer questions and will supply the component historical officers with the necessary forms.

[REDACTED]  
Howard M. Ehrmann  
Chief, CIA Historical Staff

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15 September 1971  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

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Executive Registry

71-4147/4

8 September 1971

MEMORANDUM FOR: Historical Officers and Writers

SUBJECT : Security in the CIA Historical Program

REFERENCE : Memorandum from Executive Director-  
Comptroller to Deputy Directors, 27  
July 1971

1. The maintenance of security has been and continues to be a prime objective of the CIA Historical Program. In furtherance of this objective this memorandum establishes procedures to place even greater emphasis on the security of the Program, in accordance with the policies stated by the Executive Director-Comptroller, referenced above. Under these procedures each component will continue to be responsible for safeguarding histories in progress and completed histories and for limiting access to such histories in accordance with the need to know. Historical officers and writers in each component will insure that measures are taken to comply with these objectives as provided below.

2. Semiannual Audits of Histories

a. Historical officers of components within the Office and the Area of the DCI, of deputy directorates, and of components within directorates will insure that custodians for their components maintain a log of all histories in their custody (Form 3434), showing the title, the volume number, the control number, the copy number, and the location. Custodians will maintain the log on a current basis and enter therein the names and components of all persons granted access to such histories, together with the dates of access.

b. In January and July of each year every historical officer of a component within a directorate will make a physical audit of all histories for which his component is responsible, to review

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and verify the information shown in the custodial log. He will then transmit through his component to the historical officer of the directorate a xerox copy of the log, together with a statement certifying that the log has been inspected and is an accurate inventory of the histories for which the component is responsible (Form 3435). In the case of histories held within the office of a directorate, the historical officer of the directorate will similarly review, verify, and certify such information. In the Office and Area of the DCI this audit will be performed by the component historical officer who will make his certification to the Chief of the CIA Historical Staff.

c. In order to review the effectiveness of these security procedures, the Chief and Deputy Chief of the CIA Historical Staff may as they deem necessary, also inspect the custodial logs.

3. Protection and Disposition of Draft Histories

a. Historical writers will insure the security of histories in preparation and will take precautions that histories transmitted for review will be hand carried and receive Eyes Only handling. Each writer will maintain a record of all persons to whom he provides draft histories for review and coordination. (Form 3434 shall be used for this purpose.)

b. Normally, all preliminary, partial, and final drafts will be destroyed when a history has been accepted into the CIA Historical Program and published in final form. All such drafts will be transmitted for destruction to the component historical officer, who will maintain a log of drafts destroyed (Form 3436), showing the title, author, component, copy number, and date of destruction. The historical officer of the component will transmit a xerox copy of the record of destruction for each draft destroyed during the semiannual reporting period to the appropriate person as described in Paragraph 2b above.

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c. When there is a valid requirement to preserve the draft of a completed history, the draft will be registered and controlled as if it were an extra copy of the finished history. It will be included in the log and reported in the semiannual audit.

4. Extra Copies of Completed Histories

The number of copies of a completed history will normally be determined by the degree of sensitivity of the history and the number of components which have participated in its preparation. Where more than four copies are required, permission to make them must be secured from the deputy director or his designee of the directorate responsible for preparing the history. The component historical officer will inform the Chief of the Historical Staff of the number of copies authorized and the extra copies will be registered in the log of completed histories held by the component of origin. These extra copies will be inventoried in the semiannual report.

5. Access to Completed Histories

The intent of these instructions is to maintain the security of draft and finished histories. Nothing in this memorandum is to be construed as diminishing the access to histories by personnel who have a need to know. It will continue to be Agency policy to encourage the use of histories consistent with their sensitivity and the need to know principle.

[Redacted Signature]

Howard M. Ehrmann  
Chief, CIA Historical Staff

Concurrence:

[Redacted Signature]

L. K. White  
Executive Director-Comptroller

*8 Sept. 71*

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CIA HISTORICAL PROGRAM

TITLE	DIRECTORATE
	COMPONENT
	PROJECT NO. (if draft)
VOLUME NO.	PUBLICATION NO. (if published)
LOCATION (Building and room)	COPY NO. OF

[illegible]

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(When Filled In)

CIA HISTORICAL PROGRAM  
Semiannual Audit of Histories

I certify that I have compared the attached inventory of histories  
with the actual holdings of the \_\_\_\_\_ and find  
the inventory to be accurate except as stated below.

NAME

TITLE

DATE

EXCEPTIONS AND REMARKS

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GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

FORM 3435  
9-71

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(When Filled In)

CIA HISTORICAL PROGRAM

Record of Destruction of the Draft of a Published History

I certify that I have destroyed \_\_\_\_\_ draft copy(s)  
INDICATE NUMBER  
of the following published history and that to the best of my knowledge no  
other draft copies exist:

Title of History \_\_\_\_\_

\_\_\_\_\_

Author \_\_\_\_\_

Directorate \_\_\_\_\_

Component \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE DRAFT DESTROYED \_\_\_\_\_

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Extensive Registry

71-414211

27 July 1971

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Security in the CIA Historical Program

1. Recently I reviewed with the Chief of the CIA Historical Staff, the security system in effect in the Agency Historical Program. I asked him to examine the present system with members of his staff and with the Office of Security, and to recommend additional security measures if they seemed warranted.

2. Dr. Ehrmann describes the current system in the attached statement. He points out that a control system has been in effect from the beginning of the Program; that responsibility for safeguarding a history rests with the component in which the history originates; and that dissemination is strictly limited, and is controlled by the component of origin.

3. As a result of our review, it appears that there are three respects in which the security of the Historical Program can be strengthened. These are:

a. Introduction of semi-annual audits of histories. In January and July of each year, each component will send to the Chief of the Historical Staff, through the component and directorate historical officers, (1) an inventory of all histories for which the component is responsible, showing the location of each, including all copies and drafts, and (2) a list of names of all readers, since the last report, with their components.

b. Destruction or registration of all draft manuscripts. Normally all preliminary, partial, and final drafts of manuscripts will be destroyed when a history has been approved. If there is good reason for preserving a draft this may be done, provided that in each instance the draft is registered in the same way as an extra copy of a finished history and is included in the semi-annual audit.

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Excluded from automatic  
downgrading and  
declassification



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c. Extra copies of published histories. Where copies in excess of the four which are now allowed are desired, permission to make them must be secured from the deputy director or his designee of the directorate of origin of the history. The Historical Staff must be notified, so that its records may be adjusted, and the extra copies must be registered and entered in the list of completed histories held by the component of origin. These extra copies will be included in the semi-annual report.

4. I have asked the Chief of the Historical Staff to issue instructions to all historical officers and writers calling for a semi-annual inventory of all histories with a list of readers, the destruction or registration of all drafts and partial drafts, and authorization to produce extra copies of histories, which must also be registered.



**L. K. White**  
**Executive Director-Comptroller**

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**Attachment**

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71-4147

**The Security System at Present  
in Effect in the CIA Historical Program**

1. A control system has been in effect from the beginning of the Program. Each history is assigned a project number as soon as the topic is accepted, and receives a publication number when it has been completed and approved. For histories in the Directorates for Intelligence, Science and Technology, and Support, the record is maintained by the Senior Editor of the Historical Staff. In the Directorate for Plans, the record is kept by the CS Control Officer of the Historical Staff. All published histories and those that have been completed in draft, but have not been found acceptable for publication, are entered in the Source Document Index by the Historical Staff Documents Officer. In addition, the four Historical Officers of the Historical Staff keep detailed records of all projects in their directorates.

2. Responsibility for the safeguarding of a history while in draft form, and of all notes, outlines, and documents used in its preparation, rests with the writer and the component in which the history is being produced. This responsibility passes to the Historical Staff only while a manuscript is undergoing review and revision by the Staff. Responsibility for the security of a published history rests with the custodian of that history, as also for the security of all extra copies, drafts, source documents, or backup materials in its possession.

3. At least two copies of a history are made. The ribbon copy is given to the component in which the history was produced, and a xerox copy goes to the deputy director of the directorate of origin or his designee. In the Directorate for Intelligence and the Directorate for Support another xerox copy is frequently made, except in the case of quite sensitive histories. This second xerox copy is kept in the Secure Room of the Historical Staff, where it is available only to Chief, Deputy Chief, Senior Editor, Documents Officer, and the historical officer of the directorate in which the history was produced. It is available to readers only on the authorization of the component or directorate of origin. In a few instances a third xerox copy may be made where two components were involved in the production of the history.

4. Dissemination of histories is quite limited. Control over a history rests with the component of origin and the directorate of which it is a part, either of which may grant permission to read the history. The usual procedure for securing access to a history is to ask permission of the historical officer of the component of origin.

5. All custodians of histories are expected to maintain a record of their holdings and a circulation log of all readers, with titles of the histories read and the dates of reading. At present the Clandestine

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Service alone of the directorates requires that an inventory be made, annually, by all components of the histories which are in their possession, and a list on readers be submitted semi-annually by components. These reports are sent to the DDP Historical Officer.

6. Increasingly components want extra copies of histories, beyond the four that are now permitted, for training or briefing purposes, or to reach a wider audience in the belief that something valuable is to be gained from having the information and experience in a particular history more generally known. In all such cases permission to make extra copies must be secured from the deputy director of the directorate of origin or his designee, and the Historical Staff must be informed.

[Redacted Signature Box]

Howard M. Ehrmann  
Chief, CIA Historical Staff

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	USIB/S		
2	<div style="border: 1px solid black; width: 150px; height: 40px;"></div>	8/4	jd
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b>  <p style="text-align: center;">The Executive Director asked that I forward the attached to you since it will apply to any histories being written in your area.</p> <p style="text-align: center;"><i>SAVE, WE MAY HAVE TO RESPOND TO THIS IN JANUARY 1972.</i></p> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
O/Executive Director, <div style="border: 1px solid black; width: 60px; height: 15px;"></div> 7D59			3Aug71
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET